**UNITED NATIONS**

**ST**

**Secretariat**

ST/IC/1996/39
2 July 1996

INFORMATION CIRCULAR

To: Members of delegations and staff

From: The Assistant Secretary-General for Conference and Support Services

Subject: FIRST DAY OF ISSUE: "SPORT AND THE ENVIRONMENT" STAMPS AND SOUVENIR SHEETS

Commemorative stamps

1. On 19 July 1996, the United Nations Postal Administration (UNPA) will issue a set of six commemorative stamps on the theme "Sport and the environment". This coincides with the Centennial Olympic Games being held at Atlanta, Georgia, from 19 July to 4 August. The stamps are based on paintings created by LeRoy Neiman (United States of America) especially for UNPA. The stamps will be issued in denominations of US$ 0.32, US$ 0.50, SwF 0.70, SwF 1.10, S 6 and S 7.

(United States equivalents - SwF 0.70: US$ 0.62; SwF 1.10: US$ 0.96; S 6: US$ 0.61; and S 7: US$ 0.70 - subject to exchange rate fluctuation.)

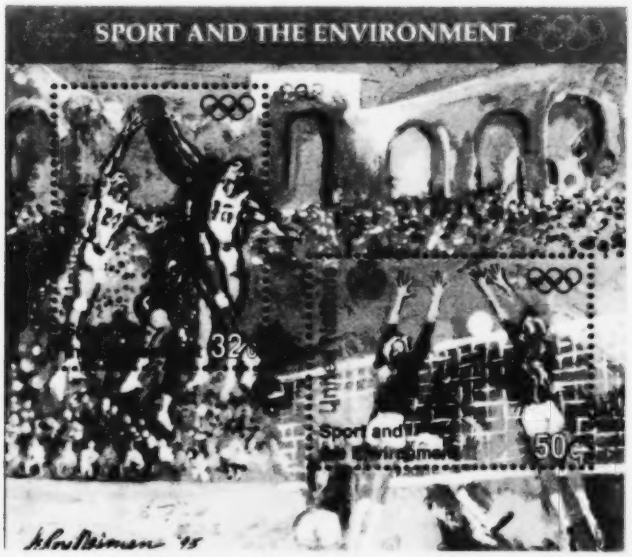
Denomination: US$ 0.32 SwF 0.70 S 6

Denomination: US$ 0.50 SwF 1.10 S 7

Souvenir sheets

2. Three souvenir sheets will be released also on 19 July 1996 to coincide with the "Sport and the environment" issue. The souvenir sheets, also designed by Mr. Neiman, will be issued in denominations of US$ 0.82, SwF 1.80 and S 13.

(United States equivalents - SwF 1.80: US$ 1.57; and S 13: US$ 1.31 - subject to exchange rate fluctuation.)




US$ 0.82

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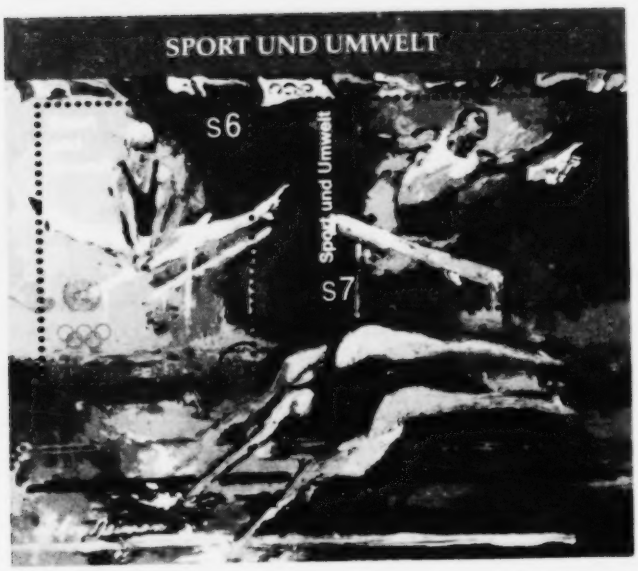
SPORTS ET ENVIRONNEMENT
Fr.0.70
Fr.1.10

SwF 1.80


SPORT UND UMWELT
S6
Sport und Umwelt
S7

S 13

Atlanta cancellation - 19 July 1996

3. The United States Government has amended the Headquarters agreement so that the Headquarters district will include, for one day only, 19 July, the United States Post Office at Atlanta, Georgia, solely for the purpose of providing first-day cancellations of the souvenir sheets and commemorative stamps in United States denominations. First-day covers bearing this cancel will be available from the UNPA sales counter.

Maximum cards

4. The thirteenth set of maximum cards will also be issued on 19 July 1996. Six cards will be produced to accommodate the six denominations. The appropriate stamps will be affixed and cancelled first day of issue relevant to the respective office. The two cards designed for the New York Office will also be available cancelled first day of issue, Atlanta, Georgia.

5. The maximum cards cancelled United Nations New York and Atlanta, Georgia are priced at US$ 0.62 and US$ 0.80. The cancelled United Nations Geneva cards are priced at US$ 0.94 and US$ 1.29 while the cancelled United Nations Vienna cards are priced at US$ 0.94 and US$ 1.03, subject to exchange rate fluctuations.

General information

6. For the convenience of collectors, UNPA at Headquarters will provide prepared and cancelled New York, Atlanta, Geneva and Vienna first-day covers on United Nations official first-day cachets ONLY.

7. The new stamps, souvenir sheets and hand cancellations can be purchased by members of delegations and of the staff from 9 a.m. to 5 p.m. on 19 July 1996 ONLY at the UNPA sales counter in the concourse of the General Assembly Building. There will be no outposted UNPA sales counter in the Secretariat Building until further notice.

8. Staff members are encouraged to use United Nations stamps on their personal mail. By doing so, these miniature messengers of peace can educate unseen thousands of people to the activities and goals of the United Nations.

9. Information on United Nations stamps can be accessed on the Internet at the United Nations Web server (http://www.un.org) under the "Publications and Sales" icon.

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UNITED
NATIONS

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Secretariat

ST/IC/1996/40
9 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: DEPENDENCY BENEFITS*

1. The purpose of the present information circular is to inform staff at Headquarters, United Nations information centres and field missions of the revised procedures for the submission of claims for dependency benefits and for reporting changes in their dependency entitlements. In order to streamline the current procedures for the processing of dependency benefits, it has been decided to discontinue the annual distribution of the status report and request for payment of dependency benefits (P.84) form. As a result, many staff members will no longer have to submit any form for purposes of dependency benefits. This will be the case for staff members without dependants; staff members in the General Service and related categories who are in receipt of a dependency allowance for children in their custody under the age of 18 years; and staff members in the Professional category and above who are in receipt of a dependency allowance for children in their custody under the age of 18 years in lieu of payment in the form of salary and post adjustment at the dependency rate. However, staff members who are in receipt of dependency benefits are reminded that it remains their responsibility to inform the Office of Human Resources Management (OHRM) of changes in their family composition or changes which affect the payment of their dependency benefits without being prompted by the receipt of the P.84 form as was done in the past.

2. Under the provisions of staff rule 104.4, staff members are required to notify the Secretary-General in writing of any changes in their marital or dependency status. In addition, staff members in receipt of dependency benefits must submit each year documentation substantiating their continued entitlement

* Personnel Manual index No. 3340.

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to receipt of the benefits. Staff members in the General Service and related categories who are in receipt of dependency benefits for their spouses, dependent children between the ages of 18 and 21 years, and/or secondary dependants are required each year to submit documentation substantiating their continued entitlement to the benefit. Similarly, staff members in the Professional category and above who receive their salary and post adjustment at the dependency rate and/or are in receipt of dependency benefits for their secondary dependants or their children between the ages of 18 and 21 years are required each year to submit documentation substantiating their continued entitlement to the benefit.

3. The eligibility criteria for the receipt of each type of dependency benefit, i.e., dependent spouse, dependent child, secondary dependant, are provided in the annex to the present circular. The documentation which must be submitted to OHRM each year for continuation of the benefits is also specified in the annex.

4. **Staff members who were in receipt of a dependency benefit in 1995 and who are required to submit documentation for continuation of their benefits in 1996 must forward a memorandum, together with the requisite documentation, to the appropriate cluster of the Operational Services Division, OHRM, by 31 August 1996. The memorandum must include the staff member's index number and his/her department and section.** The clusters can be reached as follows:

Cluster IV (covering EOSG, OIOS, DAM)
Room S-2400

Cluster V (covering DESIPA, DDSMS, DPCSD, ICSC, UNJSPF)
Room S-2427

Cluster VI (covering DPKO, DHA, UNSCOM)
Room DC1-200

Cluster VII (covering DPI, DPA, OLA)
Room S-2475

5. The information provided to OHRM will be reviewed to verify staff members' continued entitlement to dependency benefits. **FOR THOSE STAFF MEMBERS WHO DO NOT SUBMIT THE REQUISITE DOCUMENTATION BY 31 AUGUST 1996, DISCONTINUANCE OF THE BENEFIT AND RECOVERY OF ANY OVERPAYMENT WILL RESULT.** Prior to the recovery of any overpayment and in accordance with normal procedures, staff members will be advised in writing of the action by OHRM and the reasons for the recovery. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

6. The Office of Human Resources Management will monitor proper reporting and will conduct audits of staff members' entitlements to dependency benefits. **Please note that failure to report relevant changes in family composition or**

**other changes which affect the payment of dependency benefits, as well as negligence or misrepresentation of facts, may lead to disciplinary action.**

7. The present circular supersedes information circular ST/IC/1995/35 and Add.1.

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ANNEX

## Eligibility criteria and documentation required for receipt of dependency benefits

### Dependent spouse

1. A dependent spouse shall be a spouse whose gross occupational earnings, if any, do not exceed the limit established for this purpose in staff rule 103.24. For New York, the earnings limit for 1995 was US$ 28,357 and for 1996, the amount is US$ 29,152 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level). For a spouse working in a country other than the one of the staff member's duty station, the earnings limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. In the case of staff in the Professional category and above, the amount of the earnings limit shall at no duty station be less than the equivalent of G-2/step I for New York. The above refers to salary scales in effect on January of the year concerned.

2. Staff in the General Service and related categories will receive for a dependent spouse, the spouse allowance established for the duty station. Staff in the Professional category and above and in the Field Service category will receive a dependency benefit in the form of salary and post adjustment at the dependency rates. The amount of this benefit is the difference between salary and post adjustment at the single rate and salary and post adjustment at the dependency rates.

3. When the spouse's occupational earnings exceed the established earnings limit, no dependency benefit (spouse allowance or dependency rates of salary and post adjustment) will be paid in his/her respect. However, an adjusted dependency benefit may be paid when the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

4. **For staff with a dependent spouse, the required documentation to receive or continue to receive a benefit will be the proof of occupational earnings, i.e., W-2 form, tax return or statement of earnings from the spouse's employer.**

### Dependent children

5. As defined in staff rule 103.24 (b) and paragraph 3 of administrative instruction ST/AI/278/Rev.1 on the definition of dependency status, the following children may be eligible for dependency status:

(a) A staff member's natural child;

(b) A staff member's legally adopted child;

(c) A staff member's stepchild, if residing with the staff member;

(d) If legal adoption of the child is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, then a child in respect of whom the following conditions are met:

(i) The child resides with the staff member;

(ii) The staff member can be regarded as having established a parental relationship with the child;

(iii) The child is not a brother or sister of the staff member;

(iv) The number of children for which dependency benefits are being claimed by the staff member under this subparagraph does not exceed three.

6. For any of the above-mentioned children to be recognized as a staff member's dependent child, the following requirements must be met:

(a) The child must be under the age of 18 years; or, if the child is 18 years or older but under the age of 21 years, he/she must be in full-time attendance at a school or university (or similar institution);

(b) The staff member must provide main and continuing support for the child.

The age and school attendance requirements indicated under (a) will be waived if a child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

7. A children's allowance is payable for each dependent child of a staff member. In the case of staff in the General Service and related categories, the amount of the children's allowance is established for each duty station. In the case of staff in the Professional category and above and in the Field Service category, the amount of the children's allowance is that established in staff regulation 3.4. This benefit is granted subject to paragraph 9 below.

8. However, in the case of a staff member in the Professional category and above or in the Field Service category who has no dependent spouse, the staff member will receive for the first child, in lieu of the children's allowance, the dependency rates of salary and post adjustment. For payment of a dependency benefit in respect of a child in the form of salary and post adjustment at the dependency rates, staff rule 103.17 (b) (ii) requires that the staff member provide substantial and continuing support for one or more of his/her children. For the provision of such support to be recognized, the sum of the staff member's (a) gross salary less the difference between the single and dependency rates of net salary and (b) post adjustment at the single rate, must not be less than two thirds of the gross occupational earnings of his/her spouse. If this requirement is not met, the staff member will receive salary and post adjustment at the single rate and dependency allowance for the child. **In order to verify**

**this information, staff members will be required to provide proof of their spouse's occupational earnings such as the W-2 form, tax return or statement of earnings from the spouse's employer for 1995.**

9. If a staff member or his/her spouse receives a dependency benefit in the form of a government grant in respect of a child, the amount is subtracted from any dependency benefit payable by the United Nations in respect of that child. The total amount of any such grant received in respect of each child, the country from which the grant is received and the currency (if other than United States dollars) of the grant should be reported to OHRM.

10. It is the staff member's responsibility to give written notice to his/her Human Resources Officer if his/her child marries. If the staff member continues to claim the child as a dependant, documentary evidence satisfactory to the Secretary-General is required under paragraphs 13 and 14 below for the child to continue to be recognized as his/her dependant.

11. It is also the staff member's responsibility to give written notice to the Human Resources Officer if his/her child ceases to be in full-time attendance at an educational institution. The staff member is required to submit a certificate of school attendance for his/her dependent child between the ages of 18 and 21 at the end of each school year, **except for the staff who are entitled to and submit a yearly education grant claim.** Failure to submit the school certificate will result in discontinuance of the dependency benefits and in recovery of any overpayment. The dependency status of a child between the ages of 18 and 21 continues through a period of vacation only if the child enrols for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of attendance of the preceding school term.

12. **For staff members with dependent children between ages 18 and 21, school certificates of full-time attendance for the current school year are required for continuation of the benefit. Certificates must specify full-time attendance and the period of the school year as well as the dates of attendance. The certificate must bear the school's seal, the official's name, signature and title and the address and telephone number of the school. Forms on which the school may certify attendance are available through the human resources officers.**

13. In addition to the staff member's certification that he/she provides main and continuing support for the child, documentary evidence of such support satisfactory to the Secretary-General will always be required if a child:

(a) Does not reside with the staff member because of divorce or legal separation;

(b) Is married;

(c) Is regarded as a dependent child under paragraph 5 (d) above.

14. **For staff members who do not have custody of their dependent children, the following documentation is required:**

**(a) A notarized affidavit from the custodial parent stating that the staff member provides main support and specifying the amount of support provided;**

**(b) Proof of all payments made in 1995 as described below:**

- **Original cancelled cheques;**
- **Money order receipts;**
- **Wire transfer receipts; or**
- **Bank transactions.**

Secondary dependant

15. A dependency allowance is payable in respect of only one secondary dependant. It is not payable for a secondary dependant if the staff member is already receiving dependency benefits in respect of a dependent spouse. A secondary dependant may be the father, mother, brother or sister of the staff member of whose financial support the staff member provides one half or more, and, in any case, at least twice the amount of the dependency allowance. In the case of a brother or sister, he/she must be under the age of 18 or, if in full-time attendance at a school or university (or similar educational institution), under the age of 21. However, if the brother or sister is either physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration, the requirements as to age and school attendance will be waived.

16. **Staff members who receive an allowance for a secondary dependant who does not reside with them must provide documentary proof that support is at least twice the amount of the yearly allowance and confirm that they provide half of the dependant's total support, and also provide proof of all payments made in 1995 as described below:**

**Original cancelled cheques;**

**Money order receipts;**

**Wire transfer receipts; or**

**Bank transactions.**

**Staff members whose secondary dependant resides with them must provide a notarized affidavit from the secondary dependant, stating the amount of the staff member's financial support and that he/she continues residing with the staff member.**

Designation of beneficiary

17. Staff members are required under staff rule 112.5 to notify the Secretary-General of any revocations or changes of beneficiaries. A beneficiary for the purposes of the rule is designated at the time of appointment on the

"Designation, change or revocation of beneficiary" form (P.2). Staff members, particularly those who made the designation at the time of their appointment many years ago, are urged to review, through their Human Resources Officer, whether their original designation is still correct and to make any changes thereto if they wish.

18. It is also suggested that staff members take this opportunity to examine their original designation of beneficiaries for the United Nations Joint Staff Pension Fund and for the Group Life Insurance Plan. Notification of changes should be sent to the Secretary of the Pension Fund, room S-765, or to the Insurance Section, room S-2755, as appropriate.

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**UNITED NATIONS** **ST**

**Secretariat**

ST/IC/1996/41
11 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: UNITED NATIONS SABBATICAL LEAVE PROGRAMME FOR THE YEAR 1997

1. The purpose of the present information circular is to outline the objectives of the sabbatical leave programme and the administrative requirements for its implementation in 1997. Under this programme, as revised in 1995, a number of United Nations staff members will be selected to pursue study projects of up to four months duration in (a) universities and independent institutions worldwide; (b) participating research and training centres of the United Nations University (UNU); and (c) institutions that are members of the Academic Council on the United Nations System.

Objectives of the programme

2. The objectives of the programme are:

(a) To provide an opportunity for staff members to bring added value to their contribution to the Organization and to enhance their intellectual growth through the pursuit of studies on issues relating to the work of the United Nations;

(b) To enhance dialogue between the United Nations and the academic community worldwide, by providing an opportunity for scholars to work with United Nations staff members in their areas of study under the programme;

(c) To build close and enduring contacts between the global academic community and international civil servants in the United Nations system;

(d) To expose United Nations staff members to the "state-of-the-art" research and practices the worldwide academic community has to offer on issues on the international agenda and likewise to expose the academic community to

those with hands-on experience and influence in the work of the United Nations worldwide.

Eligibility

3. The programme is open to United Nations staff members with at least five years of service with the Organization and for whom it is anticipated that they will serve for no less than five years after the completion of the sabbatical leave.

Application procedures

4. Staff members should apply for this programme by submitting to the Training and Staff Development Service, Office of Human Resources Management, through their respective heads of office/department, a proposal of not more than four pages describing the study that they wish to pursue. The proposal should contain the following information:

(a) Title of the study;

(b) Field of the study;

(c) Rationale for the study;

(d) Relationship of the study to the work of the individual and the Organization;

(e) Outline of topic(s) to be covered;

(f) Study/research activities and methods/tools to be applied;

(g) Schedule of work of the study with an indication of any preparatory work already accomplished;

(h) Usefulness of the expected outcome of the study and its practical implications for the individual and the Organization;

(i) Type of contribution the participant could provide to the academic institution in which he or she is placed;

(j) Endorsement by the head of office/department responsible for the work of the applicant during the proposed study.

Applicants for the 1997 programme must complete the form in annex I and send it together with their proposals to the Training and Staff Development Service, Office of Human Resources Management, by 15 September 1996.

Review of proposals

5. All proposals will be evaluated on the basis of the following criteria:

(a) Importance of the study. The proposed study should address an issue at the forefront of the field under consideration and should hold potential interest for the academic community and the United Nations. It should be relevant and have practical applications to the current and future work of the United Nations;

(b) Feasibility of the proposed study. The staff member should propose a project that can be undertaken and completed within the stipulated period of the study leave;

(c) Clarity of the research or other activities and the methodology to be followed in the proposed study;

(d) Appropriateness of the planned methodology;

(e) Quality of the proposal. The proposal should be responsive to the stipulated criteria. In addition, the staff member should demonstrate, in his/her proposal, an awareness of the latest developments in the area of study;

(f) Suitability of the candidate, including demonstrated personal and academic abilities to perform independent academic work. The assessment will be made on the basis of:

(i) The staff member's academic qualifications and/or experience;

(ii) Information received from references to be provided by the applicant;

(g) Potential contribution by the staff member to the university or institution;

(h) Expected usefulness of the completed study to the United Nations.

Selection process

6. A selection committee consisting of representatives of staff and management of the United Nations and representatives of the Academic Council on the United Nations System and UNU will review the submitted proposals for final selection.

7. Heads of offices/departments will be consulted by the Office of Human Resources Management to confirm the release of selected staff members. The selected staff member will then be informed and requested to accept in writing the specified conditions of the award.

Conditions of the award

8. The sabbatical leave will normally be for a period of no more than four months. Staff members selected for this programme will be asked to take annual leave for the first month and will be placed on special leave with full pay for

the balance of the approved study leave, subject to the agreement of the head of the office/department concerned.

9. The sabbatical leave will normally be taken during the host institution's regular academic semester, to maximize the advantage of the programme to the staff member and the host institution but may also be available outside the academic semester period.

10. Since selection is on a competitive basis and is predicated on the assumption that the staff member will be available to undertake the study as proposed, participation in the programme must take place during the year for which the staff member is selected, in this case 1997.

11. The sabbatical leave should be dedicated to the topic presented in the proposal of the study. Changes in the overall objectives or body of the original proposal must be approved by the Training and Staff Development Service, Office of Human Resources Management.

12. Staff members on sabbatical leave will continue receiving salary, post adjustment and all related entitlements, such as rental subsidy and education grant, applicable to their regular duty station. The provisions of appendix D of the Staff Rules will be applicable to initial and return travel and to activities directly related to the course of study and on school premises. Staff members will continue accruing required service credits towards sick, annual and home leave, salary increments, seniority, termination indemnity and repatriation grant. However, if the staff member is in receipt of a special post allowance, it will be discontinued at the beginning of the second month, when the special leave with full pay starts, for the duration of the sabbatical leave.

13. Round-trip travel expenses will be paid, with entitlement to unaccompanied shipments of 50 kilograms (110 pounds) by air, each way. Travel other than initial travel to the academic institution and return travel to the duty station will be the responsibility of the staff member. Costs of books and any other educational materials as well as fees for participation in conferences, courses and other meetings requiring payment shall also be the exclusive responsibility of the staff member. Any dependants who may wish to join the staff member at the place of the sabbatical leave will not be covered under this programme and the staff member will be responsible for obtaining visas and arranging for their travel.

14. Staff members will receive a special monthly housing subsidy, to be determined yearly, based on the average rental cost for student and faculty housing at the university of placement. The housing subsidy will be paid to staff members provided that the institution of placement is beyond commuting distance from their duty station, and that they have actually rented accommodation in the area near the institution.

Placement procedures

15. Under this programme participants will be placed either in universities that are institutional members of the Academic Council on the United Nations System, in the UNU research and training centres, or in other academic institutions. The list of institutional members of the Council and UNU participating research and training centres is provided in annexes II and III respectively to the present circular. When staff members choose to be placed in institutions that are members of the Council or UNU, efforts will be made to place them in the most suitable academic institution, taking into consideration the field of the proposed study and the needs of the participant and the institution. The university assignment for participants selecting this option will be determined by either the Council or UNU in consultation with the Training and Staff Development Service, Office of Human Resources Management.

16. A staff member wishing to attend an institution that is not a member of either the Academic Council on the United Nations System or UNU should take the initiative to identify the institution. The staff member should then communicate, in the application form submitted to the Training and Staff Development Service, Office of Human Resources Management, the name and address of the institution he or she wishes to attend as well as any initial arrangements already made with the institution for study, accommodation, timing, etc.

17. A staff member wishing to pursue his or her study/research in an institution other than one affiliated with the Academic Council on the United Nations System or UNU should indicate in his or her application the type of support services and facilities that the institution is willing to provide him or her during the period of the sabbatical leave. No additional financial assistance is available under this programme, other than that specified in paragraphs 12 to 14 above.

Follow-up

18. The Training and Staff Development Service, Office of Human Resources Management, will follow up with participating staff members on the results of their sabbatical leave programme by requesting the following information:

(a) At the end of their sabbatical leave each staff member will present a complete report of the study undertaken to the head of the office/department concerned, to the Assistant Secretary-General for Human Resources Management and to the Chief of the Training and Staff Development Service, Office of Human Resources Management, including, but not limited to:

(i) A one-page abstract or executive summary of the study;

(ii) A chapter providing a longer summary of the study and giving recommendations for future practice in the area;

(iii) A completed evaluation questionnaire;

(b) At the end of the term of study, the academic institution concerned will be requested to provide a brief report on the work done by the staff member;

(c) Within six months after the return of the staff member to his/her office, the head of the office/department will be requested to provide information on the impact of the sabbatical leave project on the department/ office activities. This would include work performed by the staff member or by others as a result of new insights obtained from the study;

(d) Those elements or all of the study findings relevant to the work of other departments or organs of the United Nations should be shared with those bodies by the staff member.

Annex I

SABBATICAL LEAVE PROGRAMME

APPLICATION FORM

For year 1997

Complete this form and submit it to the Training and Staff Development Service, Office of Human Resources Management, together with your study proposal, by 15 September 1996.

A. PERSONAL INFORMATION

NAME _____ INDEX NO. _____

FUNCTIONAL TITLE/FIELD OF WORK: _____
(Attach job description)

CATEGORY/LEVEL _____ TYPE OF CONTRACT _____
(If fixed-term, expiration date)

DEPARTMENT/DIVISION/OFFICE _____

DUTY STATION _____

EOD (UNITED NATIONS) _____ EOD (PRESENT DUTY STATION) _____

TITLE OF PROPOSED STUDY PROJECT _____

B. ACADEMIC BACKGROUND

I. UNIVERSITY STUDIES

| Degree | University/country | Area of study | Year graduated |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

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II. Please arrange to have two letters of recommendation (attesting to your suitability to carry out independent academic work) by Professionals outside your department or outside the United Nations who are familiar with your work sent directly to the Training and Staff Development Service, Office of Human Resources Management, by 15 September 1996. In the space provided, give the names of the Professionals who will be sending the letters of recommendation on your behalf.

III. Please indicate below your teaching/study/research experience, including a list of your publications, if any (attach additional sheet if necessary).

C. PLACEMENT

I. Do you wish to attend an institution that is NOT a member of the Academic Council on the United Nations System or UNU?

___ Yes ___ No

II. If you answered yes to the preceding question, please give the name and address of the institution you wish to attend. Please attach copies of any preparatory correspondence relevant to the proposed study:

III. Which of the following services/facilities, if any, is this institution willing to provide you during the period of your sabbatical leave (circle as applicable):

(a) Academic adviser

(b) Office space

(c) Communication facilities (fax, telephone, computer)

(d) Other: _____

IV. Are you prepared to assume responsibility for finalizing arrangements made thus far and to carry out the necessary administrative work related to your study programme at this institution?

_____ _____

Signature of staff member Date

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## Annex II

### INSTITUTIONAL MEMBERS OF THE ACADEMIC COUNCIL ON THE UNITED NATIONS SYSTEM

American Society of International Law

Arias Foundation for Peace and Reconciliation

Australian Defence Force Warfare Centre

Bishop's University, Quebec

Boston Research Center for the 21st Century

Brown University, Thomas J. Watson Jr. Institute of International Studies

City University of New York, Ralph Bunche Institute on the United Nations

Columbia University, School of International and Public Affairs

Dalhousie University, Centre for Foreign Policy Studies

Dartmouth College, Dickey Center for International Understanding

Georgetown University, Foreign Service Program

The George Washington University, Elliot School of International Affairs

Fourth Freedom Forum, Inc.

George C. Marshall European Center for Security Studies

Institute of World Economy and International Relations, Moscow

Institute of Social Studies, The Hague

International Cooperation Research Association, Tokyo

International Peace Academy

International Labour Organization, International Training Centre

Long Island University, Institute for the Study of International Organizations

Monterey Institute of International Studies, International Policy Studies and Public Administration

National Defense University

Netherlands Institute of International Relations, Clingendael

New York University School of Law

Norwegian Institute of International Affairs

Ohio State University, Mershon Center

Princeton University, Center of International Studies

Save the Children, U.S.

Syracuse University, Global Affairs Institute

The American University, Center for the Global South

The Stanley Foundation

Tufts University, Fletcher School of Law and Diplomacy

United Nations Association of Norway

United Nations, Dag Hammarskjöld Library

United Nations Research Institute for Social Development (UNRISD)

United Nations University (UNU)

United States Institute of Peace

University of Baltimore School of Law

University of Geneva, Graduate Institute of International Studies

University of Lund, Department of Political Science

University of Notre Dame, Joan B. Kroc Institute for International Peace Studies

University of Puerto Rico, College of Social Science

University of South Carolina, Institute of International Relations

University of Southern California, Law School

University of Ulster, Initiative on Conflict Resolution and Ethnicity (INCORE)

World Vision International

Yale University, United Nations Studies Program

York University, Centre for International and Strategic Studies

York University, Centre for Refugee Studies

Annex III

UNITED NATIONS UNIVERSITY PARTICIPATING CENTRES

Under its Charter adopted by the General Assembly in 1973, the United Nations University (UNU) is a voluntarily funded autonomous organ of the General Assembly that engages in research, postgraduate training and the dissemination of knowledge on pressing global problems of human survival, development and welfare that are the concern of the United Nations and its agencies. UNU is organized on a networking principle. The University headquarters in Tokyo, through its Academic Division, coordinates a number of programmes and project networks. UNU research and training centres conduct in-house research and training and coordinate research and training involving institutions in many countries.

The location of specific UNU research and training activities and the respective fields of study where staff members on sabbatical leave might consider pursuing study projects at UNU include:

1. At UNU headquarters, Academic Division, in Tokyo:

   Peace and security
   Democracy and human rights
   Sustainable resource management
   Development
   Science and technology

2. At the UNU Institute of Advanced Studies (UNU/IAS) in Tokyo:

   Eco-restructuring for sustainable development
   Mega-cities and urban development
   Multilateralism and governance

3. At the UNU World Institute for Development Economics Research (UNU/WIDER) in Helsinki:

   Economics of transition
   Liberalization and development in sub-Saharan Africa
   Institutional and distributive issues
   International finance and economic issues
   Global governance

4. At the UNU Institute for New Technologies (UNU/INTECH) in Maastricht, the Netherlands:

   Socio-economic implications of new technologies

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UNITED
NATIONS

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Secretariat

ST/IC/1996/42
17 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Controller

Subject: GROUP LIFE INSURANCE - PREMIUM RATE DECREASE AND WAIVER OF AUTOMATIC INCREASE*

1. The purpose of the present circular is to announce that the premium rate applicable to the Aetna group life insurance (GLI) plan will decrease modestly with effect from 1 August 1996. In addition, the life insurance indemnity level under the plan, adjusted periodically in accordance with increases in the pensionable remuneration of each participant, will be adjusted with effect from 1 October 1996.

Premium rate decrease

2. Effective 1 August 1995, the premium rate for the Aetna group life insurance plan was increased from $0.28 per $1,000 of coverage to $0.30 per $1,000 of coverage. With effect from 1 August 1996, the premium rate will decrease by $0.01 to $0.29 per $1,000 of coverage.

3. The new premium rate of $0.29 per $1,000 of coverage will be implemented in the July 1996 payroll (in respect of August 1996), as life insurance premiums are paid to Aetna at the beginning of each month. The new monthly payroll premium schedule is set out in annex I to the present circular.

Waiver of automatic increase

4. As indicated in paragraph 1 above, in the case of GLI participants who are not at the maximum indemnity level, an automatic adjustment in the level of insurance coverage, in accordance with increases in the pensionable remuneration

* Personnel Manual index No. 6221.

of each participant, will be implemented in the September payroll in respect of coverage effective 1 October 1996. The adjustment for 1996 will take into account any increases in pensionable remuneration of a participant implemented since 1 October 1995 and which may be implemented between the date of the present circular and September 1996.

5. Consequently, all participants in the plan, other than those who have previously signed a waiver of automatic increase, are reminded that if their pensionable remuneration in September 1996 places them at a higher insurance level, their coverage will automatically be increased to that higher level unless they execute the waiver set out in annex II to the present circular.

Effect of the waiver

6. In signing the waiver form, a participant is choosing to retain his or her group life insurance coverage at the current level. The waiver thus freezes the participant's coverage at that amount indefinitely unless the participant decides at some time in the future to apply for the higher amount of coverage based on his or her pensionable remuneration at the time of application. At the time of such application for higher coverage, the participant will be REQUIRED TO PROVIDE EVIDENCE OF INSURABILITY satisfactory to the insurance company. A special "evidence of insurability" application form is available for this purpose. For its part, the insurance company reserves the right to reject any such application and may require the applicant to undergo a medical examination at the applicant's own expense.

7. In making the decision to waive the automatic increase or not, staff members may wish to check the current level of their pensionable remuneration by reviewing their most recent Pension Fund statement in conjunction with the life insurance brackets set out in annex I to the present circular.

Waiver form

8. The waiver form set out in annex II may be detached or photocopied as necessary. Participants who wish to waive any future automatic increase in life insurance coverage should sign and return the completed waiver form to the Payroll Section, Accounts Division, Office of Programme Planning, Budget and Accounts, room S-1826 (or, if payrolled outside Headquarters, to the appropriate finance section) NO LATER THAN 15 AUGUST 1996. A copy of the executed waiver form should also be sent by the participant to the Insurance, Claims and Compensation Section, Office of Programme Planning, Budget and Accounts, room S-2765.

Designation of beneficiary

9. Staff members are reminded to review their designation of beneficiaries in respect of their group life insurance coverage. Changes in the designation of beneficiaries may be made at any time and special forms for this purpose may be obtained from the Insurance, Claims and Compensation Section, room S-2765, extension 3-5806, at Headquarters. Staff members serving away from Headquarters may obtain these forms from their respective administrative officers.

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10. For additional information on group life insurance, please contact the Insurance, Claims and Compensation Section, room S-2765.

11. The present circular supersedes information circular ST/IC/1995/37, dated 20 June 1995.

Annex I

LIFE INSURANCE BRACKETS

| Annual pensionable remuneration $ | Life insurance $ | Maximum accidental death and dismemberment insurance $ | Current monthly payroll premium $ | New monthly payroll premium effective 1 August 1996 $ |
|---|---|---|---|---|
| Less than 2 000 | 3 000 | 3 000 | 0.90 | 0.87 |
| 2 001 to 4 000 | 6 000 | 6 000 | 1.80 | 1.74 |
| 4 001 to 6 000 | 10 000 | 10 000 | 3.00 | 2.90 |
| 6 001 to 8 000 | 14 000 | 14 000 | 4.20 | 4.06 |
| 8 001 to 10 000 | 18 000 | 18 000 | 5.40 | 5.22 |
| 10 001 to 12 000 | 22 000 | 22 000 | 6.60 | 6.38 |
| 12 001 to 14 000 | 26 000 | 26 000 | 7.80 | 7.54 |
| 14 001 to 16 000 | 30 000 | 30 000 | 9.00 | 8.70 |
| 16 001 to 18 000 | 34 000 | 34 000 | 10.20 | 9.86 |
| 18 001 to 20 000 | 38 000 | 38 000 | 11.40 | 11.02 |
| 20 001 to 22 500 | 42 500 | 42 500 | 12.75 | 12.33 |
| 22 501 to 25 000 | 47 500 | 47 500 | 14.25 | 13.78 |
| 25 001 to 27 500 | 52 500 | 52 500 | 15.75 | 15.23 |
| 27 501 to 30 000 | 57 500 | 57 500 | 17.25 | 16.68 |
| 30 001 to 32 500 | 65 000 | 65 000 | 19.50 | 18.85 |
| 32 501 to 35 000 | 70 000 | 70 000 | 21.00 | 20.30 |
| 35 001 to 37 500 | 75 000 | 75 000 | 22.50 | 21.75 |
| 37 501 to 40 000 | 80 000 | 80 000 | 24.00 | 23.20 |
| 40 001 to 42 500 | 85 000 | 85 000 | 25.50 | 24.65 |
| 42 501 to 45 000 | 90 000 | 90 000 | 27.00 | 26.10 |
| 45 001 to 47 500 | 95 000 | 95 000 | 28.50 | 27.55 |
| 47 501 to 50 000 | 100 000 | 100 000 | 30.00 | 29.00 |
| 50 001 to 52 500 | 105 000 | 105 000 | 31.50 | 30.45 |
| 52 501 to 55 000 | 110 000 | 110 000 | 33.00 | 31.90 |
| 55 001 to 57 500 | 115 000 | 115 000 | 34.50 | 33.35 |
| 57 501 to 60 000 | 120 000 | 120 000 | 36.00 | 34.80 |
| 60 001 to 62 500 | 125 000 | 125 000 | 37.50 | 36.25 |
| 62 501 and over | 130 000 | 130 000 | 39.00 | 37.70 |

Note: Coverage for staff members entering the plan at age 60 or later will continue to be restricted to $7,000 group life insurance, plus a similar amount of accidental death and dismemberment insurance.

Coverage for staff members whose life insurance exceeds $58,500 will be automatically reduced to that level on 1 July next following attainment of age 62, plus a similar amount of accidental death and dismemberment insurance.

Annex II

WAIVER OF AUTOMATIC INCREASE

Date: _____

To: Payroll Section, room S-1826
(or, if payrolled outside Headquarters,
to the appropriate finance section)

Subject: GROUP LIFE INSURANCE

GROUP POLICY NUMBERS GL-14008 AND GC-14008-A

1. I hereby certify that I have been given an opportunity to avail myself of the increased group life insurance benefits as offered by the United Nations in information circular ST/IC/1996/42 and have decided not to take advantage of the offer. I request, therefore, that my life insurance coverages under the subject group policies be maintained at their current levels.

2. I understand that in order to obtain increased insurance in the future, I will be REQUIRED TO PROVIDE EVIDENCE OF INSURABILITY satisfactory to the insurance company and may be required to undergo a medical examination at my own expense. I further understand that the company reserves the right to reject my application for such an increase.

_____
Witness

_____
Signature of staff member

_____
Print or type name in full

_____
Print or type name in full

_____
Payroll index number

_____
Duty station

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UNITED
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Secretariat

ST/IC/1996/43
19 July 1996

INFORMATION CIRCULAR

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: THRESHOLD PERCENTAGE FOR THE PURPOSE OF CALCULATING RENTAL SUBSIDIES*

1. The purpose of the present information circular is to inform staff of the revised threshold percentage figures for New York approved by the International Civil Service Commission (ICSC), effective 1 May 1996, as follows:

| | Threshold |
|---|---|
| Staff paid at the single rate | 26 |
| Staff paid at the dependency rate | 23 |

2. The provisions governing the rental subsidy scheme are contained in administrative instruction ST/AI/350 and Amend.2 and 3.

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* Personnel Manual index No. 3205.

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UNITED
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Secretariat

ST/IC/1996/44
26 July 1996

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: 1996 COMPETITIVE EXAMINATION FOR SPANISH LANGUAGE COORDINATOR

1. A competitive examination for the post of Spanish Language Coordinator at the P-2 level will be held on 10 and 11 October 1996 in New York, Geneva, Vienna and other duty stations according to the number and location of qualified candidates convoked for the examination. The purpose of the examination is to establish a roster from which present and future vacancies for Spanish Language Coordinator in the Training Service of the Office of Human Resources Management at Headquarters will be filled.

2. The Spanish Language Coordinator is responsible for establishing and administering Spanish language and communications skills courses for United Nations and other agency staff. The Coordinator conducts needs analyses, sets objectives, designs courses and workshops and develops appropriate materials for Spanish language and communications courses. The Coordinator trains and supervises Spanish language teachers, prepares teaching and examination schedules and ensures that appropriate methodologies are used. Acting as a team leader, the Coordinator creates and maintains an effective team unit, serves as a project facilitator for special pedagogical projects and initiates, organizes and supervises the work of the teachers assigned to projects. The Coordinator also prepares, administers, and supervises language examinations and tests, including the Spanish language proficiency examination. The Coordinator is also expected to carry out other training activities whenever called upon to do so.

3. The examination is open to staff members of the United Nations at the P-2 level and below, including full-time teachers at Headquarters, Geneva, Vienna and the regional economic commissions, who meet the eligibility requirements, as well as to external applicants. Staff members from subsidiary organs of the

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United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination.

4. Staff members applying for the examination must:

(a) Have Spanish as their main language 1/ and be fluent in English;

(b) Hold an advanced university degree (Masters) in language teaching methodology or applied linguistics with special emphasis on the theory and practice of teaching Spanish as a second or foreign language to adult learners; advanced university degrees in linguistics, literature or education may be considered. A first-level university degree and five years of continuous language teaching in the United Nations may also be considered;

(c) Have at least five years' recent and consecutive experience within the last eight years teaching Spanish as a second or foreign language to adults;

(d) Experience in curriculum development and background in teacher training and supervision is highly desirable;

(e) Knowledge of additional official languages of the United Nations is desirable. The Board of Examiners appointed by the Assistant Secretary-General for Human Resources Management requires that candidates be able to support their claims of knowledge of official languages by relevant documentation in their official status files. Staff members who enrolled in the United Nations language training programme in the languages claimed must have passed the United Nations language proficiency examination in those languages. Candidates who have not pursued the United Nations language courses in the languages claimed must substantiate their claims of knowledge of those languages. For this purpose, staff members should attach to their application a photocopy of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of the languages claimed. Staff members are advised to submit photocopies of such documentation, not originals;

(f) Experience designing and teaching courses in communications skills, preferably in a work-related setting, is an advantage;

(g) Experience working with multi-media, video and/or computer-assisted language learning technology is highly desirable.

5. All applications for the examination will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. THE BOARD'S DECISIONS ARE FINAL.

6. The written examination consists of the following four parts:*

Part 1. Essay questions on modern language teaching methodology, communications and training skills, training course design, and the use of technology for language training (two hours);

Part 2. Knowledge of Spanish language syntax and usage (30 minutes);

Part 3. Essay questions dealing with teacher supervision and observation of a language and communications skills training course (one hour);

Part 4. Several practical problems related to student counselling and teacher supervision (45 minutes).

7. On the basis of the results obtained in the written portion of the examination, the Board of Examiners will invite selected candidates to participate in the second part of the examination. This will normally take place 8 to 10 weeks after the written examination. In the second part of the examination, candidates will be asked to observe and evaluate a language class. The Board of Examiners will review and discuss with the candidate the results of this observation. The candidates will then be placed in small groups which will be required to perform a specific task. Through this exercise, the candidates' ability to function as part of a team will be evaluated. The Board will then interview each candidate in order to assess personal qualities, general interests, professional experience and the ability to work as a team leader.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the most suitable candidates for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are NOT subject to appeal. The Board does NOT release individual scores.

9. Staff members at the P-1 level or below selected to fill this vacancy will be assigned to the Training Service with a special post allowance to the P-2 level for a trial period of two years. Staff members who are already at the P-2 level will be assigned at that level.

10. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Office of Human Resources Management (OHRM) will be confirmed in their functions of Language Coordinator at the P-2 level. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous level and the special post allowance, if any, will be discontinued.

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* The use of a dictionary or any other reference material is NOT permitted during the examination.

11. Staff members at Headquarters applying for the examination should complete the attached form and submit it to the following office not later than 3 September 1996:

Competitive Examination for Spanish Language Coordinator
Examinations and Tests Section
Specialist Services Division
Room S-2575E
United Nations Secretariat
New York, N.Y. 10017
Fax: (212) 963-3683

12. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, those staff members are requested to return their applications to the Specialist Services Division through the chief administrative officer or director of the United Nations information centre of their respective duty station before 3 September 1996, the deadline for receipt of applications in the Specialist Services Division, OHRM.

13. On 10 October 1996, a competitive examination for the recruitment of Spanish Language Teachers will also be held. Although the Spanish Teachers examination and the Spanish Language Coordinator examination are being administered on the same day, the two examinations will be scheduled in order to allow those who qualify and who wish to sit for both examinations to do so. Candidates who meet the eligibility requirements and who wish to apply for both examinations are required to fill out separate application forms for each examination. For information on the Spanish Teachers examination, please refer to information circular ST/IC/1996/45 on the 1996 competitive examination for Spanish Language Teachers.

14. Only those candidates who are invited to sit for the examination(s) will receive the detailed schedule of the examination(s) to which they are convoked. This information will be attached to the candidate's letter of convocation.

## Notes

1/ "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

APPLICATION

1996 COMPETITIVE EXAMINATION FOR LANGUAGE COORDINATOR (SPANISH)

INDEX NO. 1/ /_/_/_/_/_/_/

LAST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Category /_/_/ Level /_/_/

FIRST NAME /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/ Sex: Male /_/ Female /_/

Date of entry on duty: Month /_/_/ Year 19 /_/_/

Type of contract: _____ Expiration date: _____

Department/Office 2/ _____ Duty station: _____

Room No. _____ Extension _____ Fax No. _____

Have you taken another United Nations competitive examination? Yes /_/ in 19 /_/_/ No /_/

If yes, which examination(s) _____

What is your main language? 3/ /_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/_/

A. University degree or equivalent or post-secondary educational qualifications 4/

| Name of institution/ Place and country | Language of/ instruction | Attended from/to month/year month/year | Degree 4/ or/ equivalent | Main field of study |
|---|---|---|---|---|
| | | / | / | |
| | | / | / | |
| | | / | / | |
| | | / | / | |
| | | / | / | |
| | | / | / | |
| | | / | / | |
| | | / | / | |

B. Describe work experience (giving dates and length of time) in Spanish language teaching, curriculum development, communications skills training, teacher training and supervision as well as in word-processing.

_____

_____

_____

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(B. continued)

C. Indicate (if any) your experience in working with multi-media, video and/or computer-assisted language learning technology.

D. Knowledge of other languages 5/

| Language(s) | United Nations language programme (indicate highest level and date) | Courses taken at other institution (name and location) |
|---|---|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

/...

E. Indicate your ability in each of the languages mentioned above

| | Read | | Understand | | Speak | | Write | |
|---|---|---|---|---|---|---|---|---|
| Language | Easily | Not easily | Easily | Not easily | Fluently | Not fluently | Easily | Not easily |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

1/ Appears normally on your monthly salary statement and personnel action forms. If not, please contact your Executive Officer to obtain your number.

2/ Please indicate department/office, e.g., OCSS, ECE, UNOG, UNOV or other (specify).

3/ "Main language" should be understood to be the language in which candidate is best able to teach. Candidates' claims to Spanish as their main language must be supported by relevant documentation in their official status files.

4/ Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

5/ In accordance with paragraph 4 (e) of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

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